

### Application Requirements

To complete your PPP application, please provide the following required information and documentation\*:

- Copies of Form 941 Payroll Tax Reports filed with the IRS for the entire year of 2019
- Copies of payroll reports for each pay period for the preceding 12 months, **up to and including February 15, 2020**. Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll reports through the pay period preceding the origination of the SBA loan.  
**Note:** Any employees that earn over \$100,000 per year are capped at \$100,000 each. Please individually list those employees and their 2019 annual earnings.
- Seasonal businesses may elect to instead use average monthly payroll for the time period between 2/15/2019 and 6/30/2019, excluding costs over \$100,000 on an annualized basis for each employee as noted above.
- Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the SBA loan origination. Copies of the monthly invoices should suffice. (Cash Basis)
- Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of work papers, schedules and remittances to the retirement plan administrator should be sufficient. (Cash Basis)
- Copy of the borrower(s)' current driver's license; front and back.
- Completed copy of HNB's SBA PPP Loan Calculation Worksheet.

### Information for Loan Forgiveness

The following information will be required for provision upon the close of the 8 Week Period\*:

- Copies of Form 941 payroll tax reports filed with the IRS for the 8 week period following the origination of the loan.
- Copies of payroll reports for each pay period for the 8 week period following the origination of the loan. Gross wages including PTO (which might include vacation, sick, and other PTO) should be reflected.
- Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the 8 week period following the origination of the loan should be provided. Copies of the monthly invoices should suffice.
- Documentation of all retirement plan funding by the employer for the 8 weeks following the origination of loan should be sufficient. Copies of work papers, schedules and remittances to the retirement plan administrator should be available.
- Copies of all lease agreements for real estate and tangible personal property should be presented along with proof of payment during the 8 week period following the loan origination date.
- Copies of all statements of interest paid on debt obligations incurred prior to February 15, 2020 indicating payment amounts and proof of payment for the 8 week period following the loan origination date.
- Copies of cancelled checks, statements or other evidence of utilities paid during the "covered period" for the 8 week period following the loan origination date.

\*Additional information may be required as the SBA continues to refine the application and loan management process.

For further assistance with your application process, please contact:  
[covid19@hnbbank.com](mailto:covid19@hnbbank.com)

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